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Team Managers

THANK YOU

Thank you for volunteering to serve as a team manager for your team. We have put together this resource packet to acquaint and assist you with the responsibilities of your position. Whether you have many years of experience with competitive soccer, or whether you are brand new to the league, we want to provide as much information as possible to assist you with your role as a team manager. The team manager serves as a vital link between the coach, the administrative staff, and the parents. The team manager role may differ by team and coach's preference. Good communication with the coach is essential to help things run smoothly.

In the younger divisions, many of the parents will be new to competitive soccer. There are many questions regarding the cost of participation, the time commitment involved, as well as how the individual teams operate. With good organization and support from the Club, you will be able to provide information, and obtain additional assistance as situations arise.

There are many administrative functions that need to be completed timely. This guide should provide you with a general understanding of what administrative tasks need to be accomplished. There is a dedicated staff and board of hard working volunteers trying to make Oregon Valley Futbol a positive experience for all involved. The coaches dedicate so much time and energy to our kids on the field, they deserve help with the administrative necessities involved in competitive soccer. Your contribution is greatly appreciated.

Sincerely,

Bryce Burton

Director of Operations | OVF Alliance

EMAIL: bburton@ovfalliance.com

SUMMARY OF RESPONSIBILITIES

The Team Manager is the liaison between the coach, parents, players and the Club. The Team Manager will perform the following duties:

- Support the coach by directing all questions concerning player selection, player positions and playing time to the coach.
- Keep the team organized and running smoothly by communicating practice information and game schedules (including reminders, updates, and RSVPs)
- Keep the “pulse” on the team and parents by listening and communicating concerns and questions on to the Coach or the Club.
- Work with the Director of Operations to ensure your roster is updated and ready for games and tournaments.
- Provide gameday support to coaches (Printing rosters, assisting with digital player cards, reporting scores for all games, weekly game recaps (sent to Marco Reyes), and ensuring VEO cameras are set up and recording)
- Coordinating team communications (schedules, reminders, updates, RSVPs)
- Assisting with tournament registration and travel logistics
- Managing the checkout of additional team equipment
- Team bonding activities (team hangouts, parties, after game lunches, etc.)

DIGITAL TOOLS USAGE

Each team will have a SportsConnect webpage and Stack TeamApp resources that will allow you to organize and communicate with your team. As players complete the registration process they will be added to the team SportsConnect page. Encourage all parents to download the “Stack TeamApp” app (for access to group chats, training schedules, and game schedules). Additionally, encourage parents to access the “Team Central” part of the OVF Alliance website to access additional resources. SportsConnect and Stack TeamApp will allow you to:

1. Access your entire team roster with contact information for each player.
2. Enter your practice schedule. If you enter the address of your training, a Google Map will automatically link to it.
3. Utilize an “Availability” feature which allows each parent to check a box indicating if their child will miss a practice or game. This is valuable for the coach to have access to.
4. Use the Message Board to post updates and have them emailed or texted to everyone on the team contact list.
5. Send text messages to all members in the event of last minute changes.

ONLINE RESOURCES

Oregon Youth Soccer Association (OYSA): information about the league our teams play in with links to game schedules and many other resources

- OYSA Website: <https://oregonyouthsoccer.org>
- OYSA Schedules: (link varies each year but can be found on OYSA site)
- League Rules: <https://www.oregonyouthsoccer.org/oysa-competition-rules/>
- Cup Rules (far right of the page): <https://www.oregonyouthsoccer.org/state-cup/>
- Game Day Instructions:
<https://www.oregonyouthsoccer.org/wp-content/uploads/sites/279/2024/09/Game-Day-Instructions-copy.pdf>
- Digital Player Card Instructions:
<https://www.oregonyouthsoccer.org/wp-content/uploads/sites/279/2024/04/Using-the-Digital-Player-Cards-Web-Application-as-a-Coach.pdf>
- Game Change Instructions:
<https://www.oregonyouthsoccer.org/wp-content/uploads/sites/279/2024/09/Game-Change-Process.pdf>

Oregon Valley Futbol Alliance (OVF Alliance):

- Team Manager Contact Information:
<https://docs.google.com/spreadsheets/d/16EnbSAaAJnrPnX-4Tri495djoA-DCg97cZDVAGR-El8/edit?usp=sharing>
- Gear Checkout Form:
https://docs.google.com/forms/d/e/1FAIpQLScdqhutb-SJDI9Zq_8nTZteq2e2QeM9zTEWMLEDz2OiK5uO0A/viewform
- Tournaments Information:
https://docs.google.com/document/d/1vEURhaGcxXGH4neA49_g57L_FHI9SYDq9ckMDNOUQdM/edit?tab=t.0
- Stack TeamApp Information:
<https://docs.google.com/document/d/1yoZDyJV8wGn-0G3ByI9KfAiqidyu-Avc5vWtxdfqYwU/edit?usp=sharing>
- Uniform Information:
https://docs.google.com/document/d/14IdaKoKGWxajfztnhULaGp2_LLvx6LoYEirtnnrseks/edit?tab=t.0

- VEO Cameras:
<https://docs.google.com/document/d/1g0bAl2Gt5SUjzZEuiwctnzc04EWeZsZeDdwfNbG6TGA/edit?usp=drivesdk>
- Calendars: <https://www.ovfalliance.com/Default.aspx?tabid=1950052>
- OVF Alliance Club Policies: <https://www.ovfalliance.com/Default.aspx?tabid=1951434>
- Club Contact Information: <https://www.ovfalliance.com/Default.aspx?tabid=1441485>
- Fundraising:
 - Posted Ideas/options: <https://www.ovfalliance.com/Default.aspx?tabid=1734837>
 - Fundraising Policy:
<https://dt5602vnjxv0c.cloudfront.net/portals/80208/docs/posted%20fundraising%20policy.pdf>
- Lost and Found: contact Marco Reyes at mreyes@ovfalliance.com

OTHER DUTIES

1. Work with your team's coach to decide the amount and kind of assistance he/she expects from the Team Manager. Some coaches want a lot of assistance while others prefer to do most of the team communication, updates, and game day duties. Some coaches prefer to have the Team Manager on the sideline with the team during games and other coaches do not. It is very important that you and the coach directly communicate how you may best serve the team and assist the coach during the season.
2. Some teams like to organize **team bonding activities** throughout the season and year end activities. We highly encourage each team to do this. Organizing these activities can fall under the Team Manager duties, but you may also ask other parents to volunteer and organize events.
3. Although not required of Team Managers, it can be helpful to have **extra equipment** like a pair of navy and white socks, shin guards or other gear in the event that a player on your team forgets something.
4. Teams frequently travel to Portland, Bend, and Medford and Team Managers can assist in setting up **carpools** for players.
5. When no assistant coach is assigned to a team, be the **second adult** with your team coach at facilities. As recommended during SafeSport training, it is important that a player not be alone with a single adult. Offer to wait with the coach and a player should their ride be late and there are no other coaches or staff around.
6. Ensure that your team **leaves the training and playing environment better than they found it**- encourage your team and players to pick up any trash, water bottles and gear before leaving.

7. Work with your coach to help get their weekly **game recaps** in.

VOLUNTEER SETUP

There are a few liability items that we are required to have all our volunteers complete if they are to be working with any players. I have included a set of instructions below that shouldn't be too difficult to get completed. Please let me know if you have any questions or hiccups along the way.

1. Complete a **SafeSport training certificate** (instructions [HERE](#)).
 - Note: Make sure to download this certificate as the upload portal on the OVF Alliance website will not accept screenshots.
2. Volunteer for a program and launch a background check:
 - 2.1. Go to the ovfalliance.com homepage and login (or create a login).
 - 2.2. Click on "My Account" to be taken to the account dashboard.
 - 2.3. From here find the "Volunteer" section and click on "Find Volunteer Roles"
 - 2.4. Select the program you are volunteering for (summer camp, U11-U19, U10, etc.).
 - 2.5. Scroll until you find the age groups/teams/programs you are volunteering for and select the position you will have with that team (ex. 2012 Boys, 2012B Navy, Head Coach). Click "Continue" at the bottom of the page when you are ready to move on.
 - 2.6. This next page is where your background check is started and a completed SafeSport certificate is uploaded as well as a few other OYSA questions and waivers are located.
3. When this registration is complete, send a message to Bryce Burton so he can add you to your program's roster on the OVF Alliance site which will grant you access to the Stack Team App and finalize your background check.

This process must be completed before you will be granted "Team Manager" access to your team's group chat, training schedule, etc.